

Office of Small and Minority Business Contracting and Certification MBE (Quarterly) Progress Report

Quarterly Report Period: Through

Agency Name: Telephone Number:

Prepared By: Title: Date:

I. Funds Expended (Report only those funds within your controllable dollars as defined in your agency's MBE Utilization Plan for this fiscal year)

- a. Total dollar value of funds expended during quarter:
- b. Total dollar value of funds expended with certified minorities during quarter:
- c. Total dollar value of funds expended with certified minorities to date this fiscal year:
- d. Dollar goal established for this fiscal year:
- e. Percentage of goal met:

II. Goods and Services

- a. Number of solicitations* made to certified minorities:
- b. Number of responses received from certified minorities:
- c. Number of awards made to certified minorities:

III. Construction and/or Renovation

- a. Number of solicitations made to certified minorities:
- b. Number of responses received from certified minorities:
- c. Number of awards made to certified minorities:
- d. Number of construction/renovation subcontracts made to certified minorities:

IV. Comments

*solicitations include the receipt of quotes as well as formal solicitations

Note: All sections should be completed even if there is no activity during quarter with minorities.
OSMB-100 (revised 7/2015)

Quarterly M/WBE Utilization Data Report (UDR):

(Remember to submit a completed UDR form per quarter)

CODES:

Agency Name:

Contact Name:

Contact Telephone:

Reporting Period:

FY:

Quarter:
(ex.: 1st, 2nd, 3rd or 4th)

- 01- African American Male**
- 02- African American Female**
- 03- Caucasian Female**
- 04- Hispanic (Male & Female)**
- 05- DOT Certified African American Males & Females**
- 06- DOT Certified Caucasian Females**
- 07- Native American (American Indians, Eskimos, Aleutians & Native Hawaiians)**
- 08- SBA Certified (All Vendors)**
- 09- All Others * (Asian Pacific Americans)**

Quarterly Total Controllable Dollars:			
Quarterly MBE Total Expenditures (01, 02 & 05)		Total Contracts Awarded to MBE	
Quarterly WBE Total Expenditures (03 & 06)		Total Contracts Awarded to WBE	
Quarterly Other Total Expenditures (07, 08, 09*)		Total Contracts Awarded to Others	
Quarterly Hispanic Expenditures (04)		Total Contracts Awarded to Hispanic	
Quarterly Total (MBE, WBE & Other Expenditures)		Total Number of Contracts Awarded	

Form OSMBA Number 104A
Revised 7/2015

**Certified MBE
(Quarterly)
Procurement Information**

Agency:

Phone:

Quarterly Report Period:

Through:

Prepared by:

Title:

Date:

Name and Address of Business or Individual:	Telephone:	Commodity or Service:	Date Awarded:	Amount Awarded:	Certification No.:

Please see web site for certification numbers <http://osmba.sc.gov/directory.html>

Note: Expenditures can be consolidated if a vendor is used more than once during quarter.
OSMB-101(revised 7/2015)